



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY TREASURER

CLERK 12MAY31PM 1:00

Mr./Ms./Mrs.
Name

ELLMAN
(Last)

DAVID
(First)

(Middle)

Phone

Resident of Burbank for 5 Years

Burbank Registered Voter: Yes ☒ No ☒

Fax No.

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Treasurer unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
DREXEL UNIVERSITY	BUSINESS AND ADMINISTRATION / ACCOUNTING	5/75 - BS

Additional Pertinent Courses or Training: _____

Other Pertinent Skills, Experience or Interests: _____

Employment Information:

Present Occupation: SELF EMPLOYED - CONSULTING

Name of Firm: SEE RESUME ATTACHED

Address: _____

Telephone: _____

Specify current or prior service on a City Board, Commission or Committee:

N/A

APPLICANT'S NAME:

DAVID ELLMAN

List community activities in which you are involved:

1. ASSISTED WITH CROSS COUNTRY COACHING STAFF AT BELLARMINE-JEFFERSON HIGH SCHOOL

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

SEE RESUME ATTACHED

What are your goals in serving as the City Treasurer?

MY GOALS AS THE CITY TREASURER WOULD BE TO SAFEGUARD ANY FUNDS RECEIVED BELONGING TO THE CITY AND MAXIMIZING THE RETURN ON THOSE FUNDS. IN ADDITION, I WOULD ASSURE THAT ANY FUNDS PAID OUT WERE DONE ONLY UPON THE PROPER AUTHORITY.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

MAY 31, 2012

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

DAVID ELLMAN

Professional Summary

Hands on, supervision, responsibility, and establishment of all financial and accounting functions included in financial reporting, month-end processing, audit preparation, budgeting, strategic initiatives, and policies & procedures. Established, coordinated, and supervised the day-to-day operations of several offices throughout the country. Responsible for establishing the culture of the company and building the infrastructure to carry it out.

INDEPENDENT CONTRACTOR/ CONSULTANT

July, 2011- Present

Business Manager, U.S., Personal Individual

- Responsible for maintaining and recording all cash transactions in the United States
- Custodian of all cash accounts and approve and pay all bills
- Maintain and report all information for year-end taxes
- Manage rental properties
- Manage horse racing activities
- Trustee for children's trust

Royalty Administrator, Bella Girl Music

- Prepare and process semi-annual royalty statements
- Maintain historical tracking of royalties received

Financial Advisor, Ohaye Music

- Budget preparation
- Research for various projects
- Financial consultancy

CHRYSLIS MUSIC GROUP, INC.

January, 1992- July, 2011

VICE PRESIDENT/DIRECTOR OF FINANCE

Music publishing company owned by London based Chrysalis Group, PLC spun off when its record label was sold to EMI. Took control of and established all financial reporting systems when operation moved to Los Angeles from New York.

- Supervision and hands-on control of accounting department including accounts receivable, payroll, accounts payable, general ledger, treasury and financial statements
- Prepared monthly closings including accruals, journal entries, analysis of budget variances, cash flow reports, and financial statements used for consolidation by parent company in London, England for submission to the London Stock Exchange
- Prepared annual budgets and quarterly forecasts and presented them to the Board of Directors in London
- Supervision of day-to-day operations (Los Angeles, New York, and Nashville music publishing offices)
- Supervision of Royalty Department
- Coordinate Nashville joint venture operations
- Financial Responsibility for subsidiary New York management company
- Analysis of Possible Catalogue Acquisitions resulting in several purchases of \$5m to \$10m each
- Supervision of Outside Audits resulting in recoveries of over \$6m
- Responsible for Human Resources functions (over 50 employees)
- Supervised office managerial functions

RECORD PLANT, INC.

February 1987- October, 1991

CHIEF OPERATING OFFICER/EXECUTIVE VICE PRESIDENT

The Record Plant is a well known first class recording studio in Los Angeles. I was hired as the controller and a year later was instrumental in finding a buyer for the operation. Chrysalis Group, PLC bought the studio and promoted me a year after the purchase. When Chrysalis decided they did not want to be in the studio business, I sold the studio for them netting a profit on the sale.

- Supervision of entire operation
- Report directly to parent company in London and New York
- Supervision of accounting department including accounts receivable, payroll, accounts payable, general ledger, and financial statements
- Preparation of Fiscal Budgets and cash flow statements for three companies

DICK CLARK PRODUCTIONS, INC.

October 1978- April, 1986

VICE PRESIDENT/TREASURER/CONTROLLER

Dick Clark, better known for his hosting roles, also had an independent film and television production company. In 1978 he signed an exclusivity contract with NBC that included a guarantee of a certain amount of specials, series, and films. This contract necessitated the expansion of his operation. I was brought out from Philadelphia to take control of and establish all financial reporting systems when the expansion occurred.

- Supervision of budget preparation
- Cost control of production budgets
- Financial liaison between Business Affairs, Accounting, and Production Departments
- Supervised production personnel, including location auditors and associate producers
- Supervision of accounting department including accounts receivable, payroll, accounts payable, general ledger, and financial statements
- Analysis of budget variances
- Cash flow statements
- Production cost reports including royalty and participation statements
- Assistant to President including real estate transactions, investments, legal matters, supervision of personal accounts receivable and accounts payable, bank transactions, trusts, and insurance

GOLDENBERG, ROSENTHAL CO., C.P.A.'s

June, 1973- October, 1978

SENIOR ACCOUNTANT

- Supervised audits
- Prepared financial statements
- Prepared tax returns

EDUCATION

Drexel University- Philadelphia, Pennsylvania
B.S. Business and Administration/ Accounting Major

SKILLS

Proficient with Microsoft Office- Excel, Word, Outlook, Powerpoint
MAS90 Accounting Package
ADP Pay eXpert
Quicken

David Ellman

May 31, 2012

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

To Whom It May Concern,

Enclosed please find my application and resume for the City Treasurer vacancy. As you will see, I have spent the last 20 years with Chrysalis Music Group, Inc., one of the top music publishing companies world-wide. My departure was the result of the purchase of Chrysalis by BMG Rights Management who is headquartered in New York.


During my tenure with Chrysalis, I held the corporate titles of Vice President, Director of Finance, and Secretary as well as my working titles of Vice President and General Manager. Reporting to our parent company in London, I was in charge of all the financial aspects of the company and the day to day operations of offices in Los Angeles, Nashville, and New York. In addition, I supervised the royalty department.

Like many industries in today's economic atmosphere, the music industry as a whole has not been able to escape reduced results. We not only had to fight off the economic crisis but we also had to combat the never ending changes taking place in the way people are obtaining and listening to music. However, Chrysalis was able to "buck the trend" and doubled its Gross Sales and more than doubled its Net Publisher's Share (Gross Profit) in the last 8 years. I am proud to have been an integral part of the management team that accomplished this extraordinary feat.

I am a strong believer that one of the advantages of having a financial background is that the knowledge and the skills acquired will equate to any and all industries and businesses. I sincerely hope that you will agree that my years of financial and management experience fit your needs to fill this position.

I hope to hear from you so that we can discuss this in more detail.

Thanks very much for your time and consideration.

Sincerely, 

David Ellman